

**Louisiana Office of Telecommunications Management  
Communications Service Request (OTM/S-8)**

DO NOT WRITE IN SHADED AREA

Records	Processing	Approval	Sorting	1	2	3	4	5	6	Pending Receipt of Billing	Billing
				Follow-Up							

Division of Administration  
Office of Telecommunications Management  
Post Office Box 94280  
Baton Rouge, LA 70804-9280

Order No. \_\_\_\_\_

Assigned To \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_

Dept	Office	Section
Unit	Cost Center	Date Service Desired
Contact Person		Phone #
Address for Requested Service (Street Address, City, Zip Code)		
Training Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Directory Listing Affected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor Plan Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Person Requesting Service		Date Phone #
Signature of Telecommunications Coordinator		Date Phone #
Remarks		

In accordance with the Governor's Small Purchase Executive Order MJF 96-14 in **no case** shall OTM pay for work costing over \$2,000 per service order. If the value of the work **approaches** \$2,000, the vendor who is assigned this order **must** stop work immediately and notify the OTM customer service representative supervisor (225-342-7762).

DO NOT WRITE IN SHADED AREA—FOR OTM USE ONLY							
Order No	Dept	Office	Section	Unit	City	Received	Sent

Fax the completed form to OTM at 225-342-7757. Or, mail to:  
OTM Customer Service  
P.O. Box 94280  
Baton Rouge, LA 70804-9280